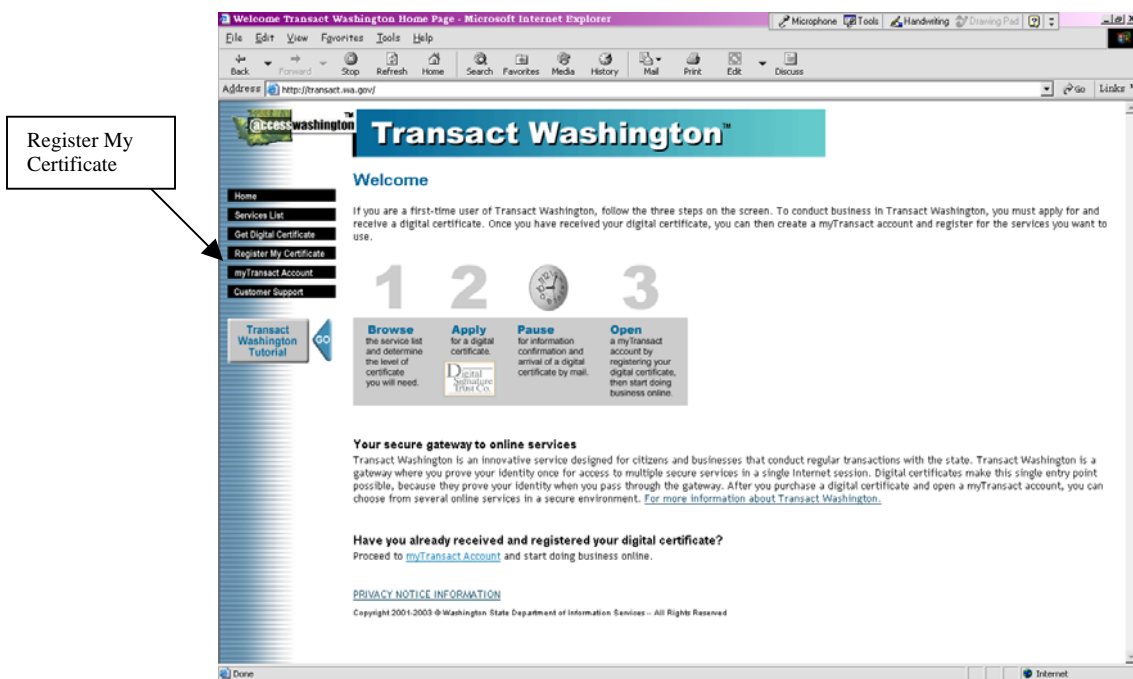


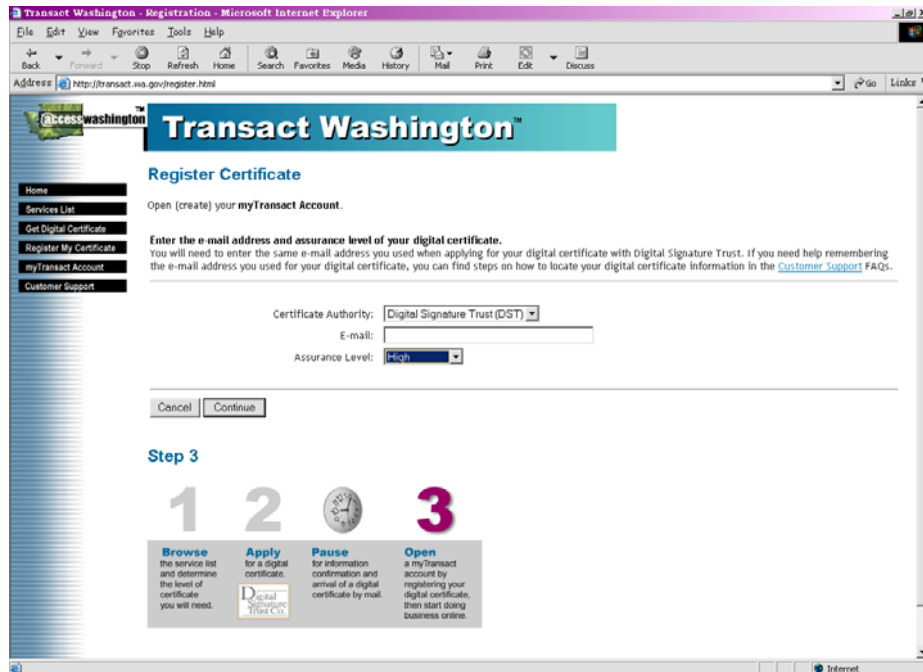
Appendix B

How to Register for the Child Death Review Transact Washington Site.

- 1) Plug in Digital Certificate into USB port
- 2) Open Internet Explorer and type into the address: <http://transact.wa.gov/>
- 3) Click OK at Client Authentication screen
- 4) Enter pass phrase
- 5) Click on Register My Certificate



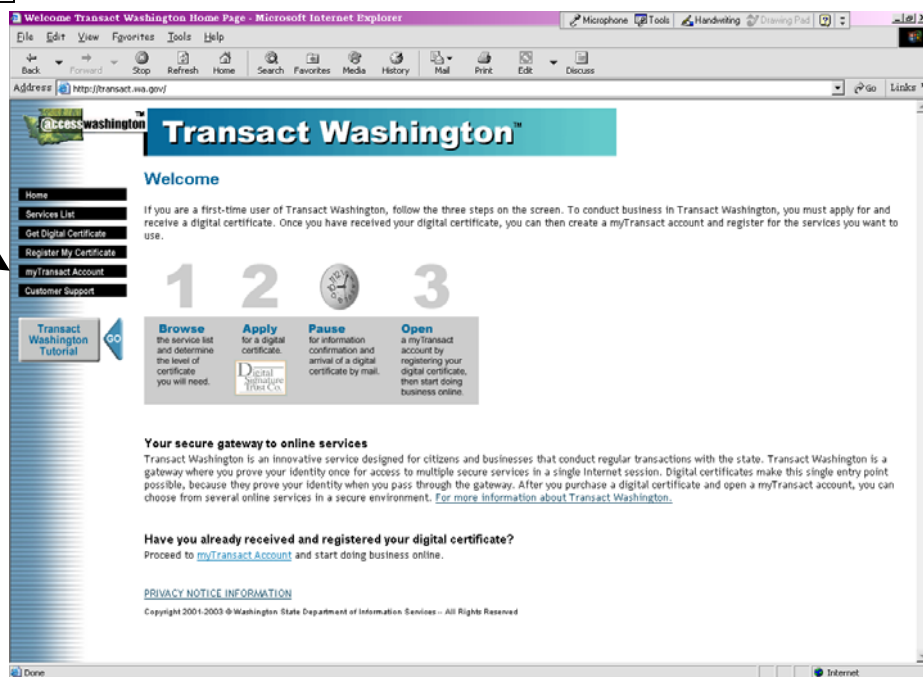
- 6) Fill in the following:
Certificate Authority - Select Digital Signature Trust
Email - Enter the email address you used when requesting your digital certificate
Assurance level - High.



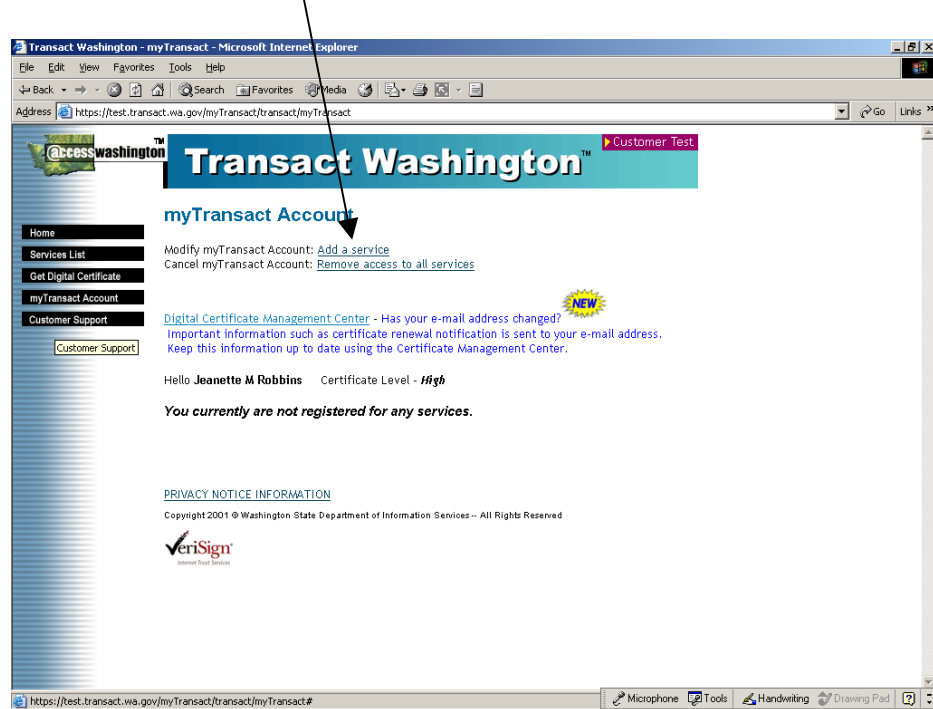
- 7) Click on the Continue button
- 8) Next screen select [Register the cert](#) under Action
- 9) You should be taken automatically to your myTransact Account. If you are, then proceed to step 11. If not type into the address: <http://transact.wa.gov/> into the Address
- 10) Click on 'myTransact Account' in left hand margin

Address

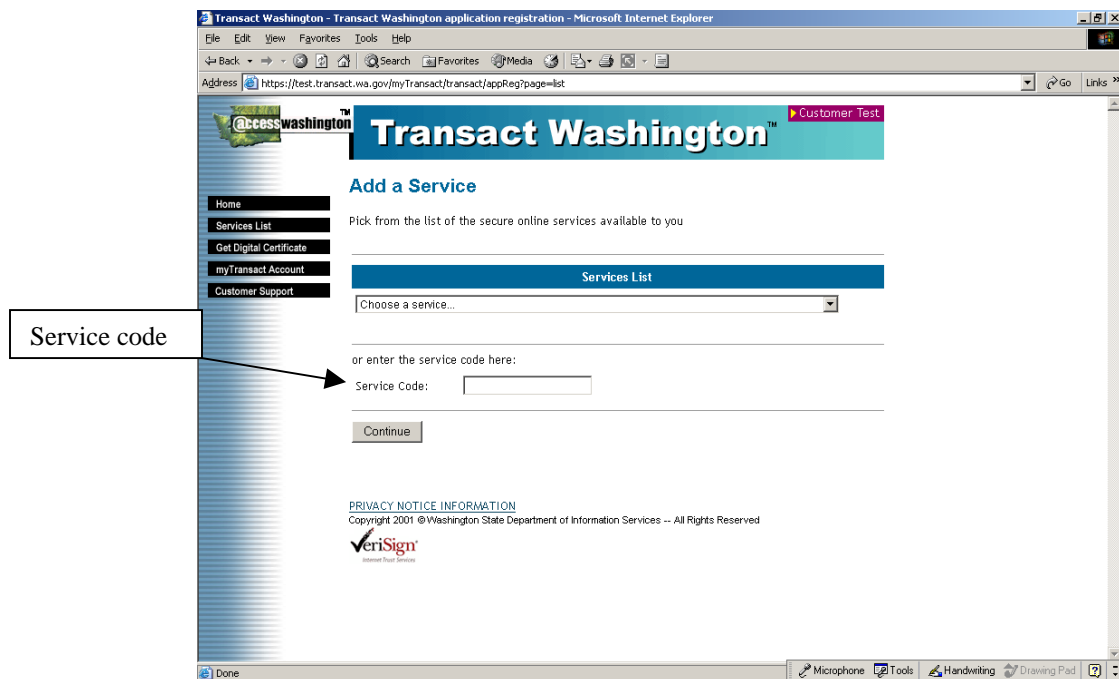
myTransact



11) Click on the 'Add a service' link



12) Enter Service Code provided by MCH Assessment



- 13) Complete the Registration page making sure to use the County ID and Team ID provided in the email in the appropriate fields and click on Submit button at bottom of screen.

The screenshot shows a Microsoft Internet Explorer browser window titled "Transact Washington - Microsoft Internet Explorer". The address bar displays "https://test.transact.wa.gov/myTransact/transact/appReg". The page header features the Washington State Department of Health logo and the title "Child Death Review". Below the header, a section titled "CDR USER REGISTRATION" provides instructions: "You are registering for the Washington State Department of Health Child Death Review Data Entry Application. Please complete the form below and we will contact you regarding your registration. If you have any questions or need assistance please contact Jeanette Robbins at 360-236-3492. :)"

The registration form includes the following fields:

- * First Name:
- * Last Name:
- Title:
- * Your E-mail Address:
- * Your Phone Number:
- * County:
- * County Id:
- * CDR Team Name:

The browser's status bar at the bottom shows "Done" and various toolbars like Microphone, Tools, Handwriting, and Drawing Pad.

- 14) You will receive a 'Your transaction has successfully completed processing' screen. Click 'Close your browser.'

The screenshot shows a Microsoft Internet Explorer browser window titled "hington - TransAct Washington Registration Page - Microsoft Internet Explorer". The address bar displays "https://test.transact.wa.gov/myTransact/transact/regModule". The page header features the "accesswashington" logo and the title "Transact Washington". A "Customer Test" button is visible in the top right corner.

The main content area displays the message: "Your transaction has successfully completed processing." Below this, a section titled "Transaction:" contains the text: "thank you Jeanette M Robbins, for completing your registration for DOH-CDR".

A red text message follows: "However, for security reasons, you will have to restart your browser session to have this change be reflected on your myTransact Page!"

Below this, it says: "You can either [Close your Browser](#) or goto your [myTransact Page](#)."

At the bottom, there is a link for "PRIVACY NOTICE INFORMATION" and a copyright notice: "Copyright 2001 © Washington State Department of Information Services - All Rights Reserved".

A left sidebar contains navigation links: Home, Services List, Get Digital Certificate, myTransact Account, and Customer Support.

- 15) Once your application has been approved, you will be notified by MCH Assessment.

